

## ADDENDUM TWO REVISIONS TO THE RFP

Date: April 6, 2016

To: All Bidders

From: Todd Baustert, Buyer  
 Nebraska Department of Health and Human Services, Division of Medicaid and Long-Term Care

RE: Addendum for Request for Proposal Number 2016-LTSSZ1

The following is hereby amended:

Document	Section	Change From:	Change To:
RFP	Request for Proposal for Contractual Services Form – Procurement Contact	Procurement Contact: Julie Gillmor	Procurement Contact: Todd Baustert
RFP	Request for Proposal for Contractual Services Form	RETURN TO: DHHS-MLTC Attn: Julie Gillmor	RETURN TO: DHHS-MLTC Attn: Todd Baustert
RFP	II.A Procuring Office and Contact Person	Name: Julie Gillmor	Name: Todd Baustert
RFP	II.E Written Questions and Answers	Questions may also be sent by facsimile to (402) 742-1155, but must include a cover sheet clearly indicating that the transmission is to the attention of Julie Gillmor, Buyer, showing the total number of pages transmitted, and clearly marked "RFP Number 2016-LTSSZ1; LTSS Redesign Consultation Questions."	Questions may also be sent by facsimile to (402) 742-1155, but must include a cover sheet clearly indicating that the transmission is to the attention of Todd Baustert, Buyer, showing the total number of pages transmitted, and clearly marked "RFP Number 2016-LTSSZ1; LTSS Redesign Consultation Questions."
RFP	V.A Technical Proposal Requirements	Corporate overview, as described in V.A.3;	Corporate overview, as described in V.A.2;
RFP	IV.C.4 Implementation of Redesign Plan	The consultant should include implementation tasks in its technical and cost proposals. MLTC reserves the right to award or not award this portion of the scope of work.	The consultant should include implementation tasks in its technical proposal.  MLTC reserves the right to award or not award this portion of the scope of work.

			<p>Should MLTC choose to award this portion of the scope of work, the role of the consultant during this phase will be to augment MLTC staff implementing the redesign plan.</p> <p>MLTC will request and approve Contractor resources at a specific staff level based upon assigned task(s).</p> <p>Contractor compensation for the implementation phase will be based on the hourly rate identified in the bidder's response to V.B.1.b.</p>
RFP	III.II Invoices	<p>Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. Invoices must classify the contract deliverable (per IV.F Deliverables) associated with each expense. Invoices are to be submitted no later than 30 calendar days following MLTC's approval of deliverable(s). A final invoice must be submitted within 30 days of the last day of the contract period.</p>	<p>Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. Invoices must classify the contract deliverable (per IV.F Deliverables) associated with each expense. Invoices are to be submitted no later than 30 calendar days following MLTC's approval of deliverable(s).</p> <p>Should the State decide to award the scope of work in IV.C.4, the Contractor shall invoice DHHS monthly for actual hours worked on the 5<sup>th</sup> of the month following the month the work occurred. Invoices must provide at a detailed level, the work produced by individual personnel and the hours worked.</p> <p>All invoices submitted for deliverables other than work conducted within IV.C.4 must follow the requirements set forth in the first paragraph of Section III.II.</p> <p>A final invoice must be submitted within 30 days of the last day of the contract period.</p>
RFP	IV.C.2.b	<p>The consultant must facilitate community meetings and focus groups statewide, develop presentation and educational materials for these meetings,</p>	<p>The consultant must facilitate community meetings and focus groups statewide, develop presentation and</p>

		<p>prepare and conduct brief participant surveys, and provide MLTC with a summary report of the stakeholder engagement process. At a minimum, stakeholder meetings must be held in Fremont, Gering, Grand Island, Hastings, Kearney, Lincoln, Norfolk, North Platte, and Omaha. At least two meetings must be held in these locations, one during business hours and one in the evening. Additional meetings may be held at the consultant's discretion, but at least these 18 sessions must occur. The stakeholder groups that must be represented include individuals receiving LTSS and family members/informal caregivers, and providers of community-based and institutional LTSS. Meetings must be held in accessible locations. The consultant may provide the capability for web-enabled participation, but meetings must be held in person.</p>	<p>educational materials for these meetings, prepare and conduct brief participant surveys, and provide MLTC with a minimum of two summary reports of the stakeholder engagement process.</p> <p>The initial report should summarize stakeholder engagement prior to the assessment of Nebraska's LTSS delivery system with preliminary recommendations.</p> <p>The second report should summarize stakeholder engagement and feedback to the draft redesign plan.</p> <p>In order to produce the initial stakeholder engagement report, a minimum of 18 stakeholder meetings must be held in Fremont, Gering, Grand Island, Hastings, Kearney, Lincoln, Norfolk, North Platte, and Omaha. At least two meetings must be held in each of these locations, one during business hours and one in the evening.</p> <p>In order to produce the stakeholder engagement report summarizing stakeholder feedback to the draft redesign plan, a minimum of 18 stakeholder meetings must be held in Fremont, Gering, Grand Island, Hastings, Kearney, Lincoln, Norfolk, North Platte, and Omaha. At least two meetings must be held in each of these locations, one during business hours and one in the evening.</p> <p>The stakeholder groups that must be represented include individuals receiving LTSS and family members/informal caregivers, and providers of community-based and institutional LTSS. Meetings must be held in accessible locations. The consultant may provide the capability for web-enabled</p>
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			<p>participation, but meetings must be held in person.</p> <p>Additional meetings may be held at the consultant's discretion, but at least these 36 sessions must occur.</p>
Attachment 2			Attachment 2 is replaced with Attachment 4

RFP section IV.F Deliverables is hereby amended as follows:

<b>Deliverable</b>	<b>Due Date</b>
Final project work plan	15 business days after contract start date
Stakeholder engagement plan for Research, Delivery System Assessment, and Preliminary Recommendations	30 calendar days after contract start date
Stakeholder meeting presentation materials for Research, Delivery System Assessment, and Preliminary Recommendations	30 calendar days after contract start date
Completion of stakeholder meetings prior to completing the assessment of Nebraska's LTSS delivery system with preliminary recommendations	60 calendar days after contract start date
Summary report of stakeholder engagement prior to completing the assessment of Nebraska's LTSS delivery system with preliminary recommendations	75 calendar days after contract start date
Assessment of Nebraska's LTSS service delivery system with preliminary recommendations	90 calendar days after contract start date
Draft redesign plan	6 months after contract start date
Stakeholder engagement plan for soliciting feedback to draft redesign plan	8 months after contract start date
Stakeholder meeting presentation materials for soliciting feedback to draft redesign plan	8 months after contract start date
Completion of stakeholder meetings for soliciting feedback to draft redesign plan	10 months after contract start date
Summary report of stakeholder engagement following the draft redesign plan	15 calendar days following final stakeholder engagement meeting
Final redesign plan	12 months after contract start date
Status reports	15 calendar days after end of month